

# Qualities Employers Want Quiz

Name: \_\_\_\_\_

Fill in the blanks by writing in the correct word next to the definition. Use a dictionary if you are not sure.

List of Qualities:

courteous	loyal	organized	co-operative
punctual	honest	rational	competent
attentive	responsible	initiative	persistent
efficient	leadership	assertive	creative

- \_\_\_\_\_ fair, truthful, straightforward in action.
- \_\_\_\_\_ sticking to an activity until it is completed.
- \_\_\_\_\_ on time, keeps to a schedule laid down by an employer.
- \_\_\_\_\_ follows rules and has a sense of duty.
- \_\_\_\_\_ works well with others to achieve group goals, willing to follow directions.
- \_\_\_\_\_ respects the feelings and values of others.
- \_\_\_\_\_ listens to instructions, pays attention to details.
- \_\_\_\_\_ can act on his own in a new situation.
- \_\_\_\_\_ can come up with new solutions to work problems.
- \_\_\_\_\_ can get a lot of work done without sacrificing quality.
- \_\_\_\_\_ can do the job that he was hired for, has the skill.
- \_\_\_\_\_ can size up a situation and predict results accurately.
- \_\_\_\_\_ plans work activity and proceeds in an orderly fashion.
- \_\_\_\_\_ can influence the work group in a predetermined way.
- \_\_\_\_\_ stands up for his views in a firm but fair manner, able to handle conflict appropriately.
- \_\_\_\_\_ keeps the needs of the organization in mind always.